ALL ROOMS IN YOUR APARTMENT MUST BE LEFT CLEAN:

- ALL walls wiped clean with a wet, clean cloth
- ALL original furniture put in the appropriate room (if furnished apartment)
- ALL personal items removed from walls, doors, ceiling, floor, desks, dressers and cabinets
- ALL trash and personal items removed from the apartment
- ALL bathroom sink, tub, toilet and floor cleaned
- ALL surfaces of stove and oven must be cleaned (including drip pans and under the stove top)
- ALL surfaces of the refrigerator must be cleaned (inside as well as outside)
- ALL stoves and refrigerators moved out from the wall and cleaned; clean floor underneath and walls behind stove and refrigerator EXCEPT FACULTY/STAFF COURT—DO NOT MOVE STOVE OR REFRIGERATOR
- ALL decals, stickers, etc. removed from walls, doors, ceiling, floors, desks, dressers, windows and cabinets
- ALL tile and linoleum floors must be swept and mopped
- ALL carpets must be cleaned
- ALL counter tops in kitchen and bathroom must be wiped clean
- ALL cabinets in kitchen and bathroom must be cleaned inside and out
- Hood fan, filter and surrounding area (i.e. walls and countertops) must be free of grease
- Please throw away any broken furniture, items, toys or unusable items into the dumpster
  DO NOT use the laundry give-away tables as a place to leave these items behind. See Personal Possessions section for charge information
- Remove all items from outside patios and doorsteps, such as toys, strollers and bicycles
  See Personal Possessions section for charge information

Turn in the following items to the family housing office staff at the time of your check out or prior to 8:00pm on your vacate date:

- All apartment keys: $45 charge if all keys not returned
- All mail box keys: $20 charge if all keys not returned
- All parking permits: $10 charge for each permit not returned